**Aetna Funding Advantage** provides small businesses with the affordable and attractive benefits of self-funding that are traditionally only offered to larger companies. With the predictability of a stable monthly payment, the protection of stop-loss insurance, and the opportunity to save costs when medical claims are lower than expected, it is a win-win for our customers.

* **Step 1: Get Licensed and Appointed with Aetna**
* Send your producer license to [LAAU@aetna.com](mailto:LAAU@aetna.com)
* Aetna will confirm appointment via email
* For additional assistance please contact licensing at [LAAU@aetna.com](mailto:LAAU@aetna.com) or 866-511-2863
* **Step 2: Register in ProducerWorld**

AFA quoting requires a ProducerWorld log in. If you don’t have one, you can register in the Producer section of [aetna.com](http://www.aetna.com/). Hover over the log in section and click on Register. *Note: To register, you must be the principal of your agency and licensed and appointed OR be granted access by the principal (or the designee of the principal) of your agency.*

* **Step 3: Get started quoting with us!!**

**For an underwritten quote we need:**

1. **Group information:**

* Business name and address
* Number of eligible and enrolled employees
* SIC

1. **Broker name and broker email**
2. **Member level census in Excel file:**

* Must include all full-time eligible employees, COBRA, waivers and retirees:
* Legal last name
* Legal first name
* Home zip code
* Date of birth
* Gender
* Enrollment tier (EE, ES, EC, EF or Waiver)
* Relationship to employee (EE, SP, CH)
* Work Status (Active, COBRA, St Con)
* Work zip code

1. **Requested Effective Date**

* Must be 1st of the month

1. **Fully Insured and Self-Funded current coverage**:

* Fully insured groups need to indicate the name of the current carrier.
* If the group does not currently have coverage, then indicate no current coverage.
* Self-funded groups need to provide the current carrier name, current and renewal rates with the renewal, and a copy of the most recent claims report.

1. **IMQs (Individual Medical Questionnaires) if required**

* Reference our AFA Underwriting Guidelines for complete IMQ requirements
* The easiest way to handle IMQ’s is with IMQ Elite, where they will handle all aspects of collecting and submitting for AFA proposals. It’s free and simple. Just send group information and a census to AFAHealthAppSupport@aetna.com.

1. **Please send all quote requests to:** [**idaho@tbsmga.com**](mailto:idaho@tbsmga.com)